

# Renaming a Lab Account

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You can rename a lab account in DrChrono from the **Lab Orders** section of the patient chart.

1. Start an order and select **Edit**.

The screenshot shows the DrChrono patient chart for Jenny (Jen) Harris. The left sidebar contains a menu with 'Lab Orders' highlighted in green. An arrow points from this menu item to a green 'Lab Orders' button at the bottom. The main content area shows the patient's information, including name, gender, age, and contact details. Below this, there are sections for 'Billing information' and 'Order-wide information'. In the 'Order-wide information' section, there is a dropdown for 'Appointment' set to '10/20/2021 10:30AM', a 'Notes to lab' text area, and a 'Reminder Time' section with options for 12h, 24h, 3d, 7d, 2w, and Other (hours). At the bottom right of the order form, there is a grey 'Edit' button with a pencil icon. An arrow points from this button to the 'Edit' button in the 'Lab Orders' section of the sidebar.

2. Select the **Lab Vendors Name** tab.

The screenshot shows a dialog box titled 'Edit Favorites' with a close button (X) in the top right corner. The dialog has a tab labeled 'Lab Vendors Name' which is highlighted with a black border. Below the tab, there is a list of lab vendors: 'Sample Lab', 'Sample Lab', and 'HealthGorilla'. Each vendor name is followed by a grey button with a left-pointing arrow (<).

3. Select the lab to rename.

Edit Favorites Lab Vendors Name ×

Sample Lab <

Sample Lab Save ▼

Sample Lab Default lab name

HealthGorilla <

4. Uncheck the box next to **Default Lab Name** to be able to rename the lab.

Edit Favorites Lab Vendors Name ×

Sample Lab <

Sample Lab Save ▼

Sample Lab Default lab name

HealthGorilla <

5. Rename the lab and **Save**.

Edit Favorites Lab Vendors Name ×

Sample Lab <

Sample Lab → Save ▼

Lab 2 Default lab name

HealthGorilla <

6. Click **OK** to Confirm that you would like to rename the lab.

drchrono.com says

Are you sure you want to edit account display name toLab 2

Cancel

OK

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